



Articulation Agreement Checklist

Program Name: _____

Community College (CC): _____

_____ Articulation Agreement **New** - or- _____ Articulation Agreement **Renewal**

If Renewal, Expiration Date of Previous Agreement: _____

Date when satisfied	Steps
	Transfer Team contacted (transferteam@udmercy.edu) to determine if a Transfer Guide for the relevant program exists and/or needs to be updated. If necessary, work with the Transfer Team in creating or updating the relevant Guide. If a CC contact is needed to assist in the Articulation process, the Transfer Team may be able to provide this and other direction.
	Articulation Agreement Template used to create a new or a renewed document.
	Articulation Agreement draft is forwarded to the Transfer Team for editing. The dept/program rep is contacted regarding any edits, suggestions, or need for add'l info.
	Dept/program rep emails Articulation Agreement <i>draft</i> to community college for review/informal approval. Revise if necessary and show Transfer Team the new version.
	Completed Articulation Agreement is forwarded (two originals) to the Office of the Registrar (FAC 80) for final review. Transfer Team initials _____/Date _____ Registrar initials _____/Date _____
	Originals of Articulation Agreement are forwarded by the Office of the Registrar to College/School rep to obtain the Dean's review/signature.
	Originals forwarded by the Dean to the P/VPAA for review/signature.
	Originals forwarded by the P/VPAA to President for review/signature.
	Signed originals forwarded by President to College/School rep
	Two UDM signed originals mailed by College/School rep to community college contact for their institution's signatures; include cover letter with the appropriate UDM College/School rep name's return address. College/School rep notifies UDM dept/program rep of progress.
	One signed Articulation Agreement is returned by the community college with their signatures. Copies are made for the College/School and the appropriate UDM dept/program.
	College/School rep sends the signed <i>original</i> to the Transfer Team/Office of the Registrar.
	Transfer Team is notified of completion date and maximum number of credits allowed.
	Office of Academic Affairs updates information to the Articulation Agreement summary list and updates webpage.

University of Detroit Mercy College/School Name: _____

University of Detroit Mercy College/School Representative Name: _____
(This is the "point person" for the College/School as determined by the Dean. ex. Associate Dean)

University Program Representative (if different from College/School Rep): _____
(This is the facilitator/originator of this particular Articulation Agreement. ex. Dept Chair)

Community College Contact Person: _____